



*Administration and
Academic Campus*

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Notification of Rights under FERPA (Student Records)

Under the *Family Educational Rights and Privacy Act* (FERPA) parents and students who are 18 years of age or older ("eligible students") have the right to inspect and review the student's education records. Such a request must be sent in writing to the Principal of Cantalician Center for Learning. Arrangements will be made to provide access to such records within 45 days after the request has been received.

Parents and eligible students also have the right to request the amendment of a student's education record believed to be inaccurate or misleading by writing the Director of Education of the Cantalician Center for Learning, identifying the record and specifying what is believed to be inaccurate and why. If the school decides not to amend the record as requested, the school will provide notification as to the decision and of the right to a hearing regarding the request for amendment.

Parents and eligible students have the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. It is the Cantalician Center's policy to disclose personally identifiable information from student records, without consent, to school officials with legitimate educational interests (i.e. to fulfill professional responsibilities). School officials include administrators, supervisors, instructors and support staff employed by the Cantalician Center and the student's school district, as well as persons or companies with whom the school has contracted to perform specified tasks.

Parents and eligible students who believe the Cantalician Center has not complied with FERPA requirements may contact the agency's Director of Corporate Compliance. They also have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202.